

Schedule 150-2-4

HEALTH AND HUMAN SERVICES DEPARTMENT OF REGULATION AND LICENSURE REGULATORY ANALYSIS AND INTEGRATION DIVISION (RAID)

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE

150-2-4

AGENCY, BOARD OR COMMISSION

**DEPARTMENT OF HEALTH AND
HUMAN SERVICES**

DIVISION, BUREAU OR OTHER UNIT

**DEPARTMENT OF REGULATION AND
LICENSURE –
REGULATORY ANALYSIS & INTEGRATION DIVISION**

Supersedes 40-1-7-2-1 thru 40-1-7-2-3
Edition of June 13, 1989

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Richard P. Nelson

TITLE

Director

DATE

September 7, 2004

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I. Faley

STATE ARCHIVIST

DATE

Sept. 13, 2004

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim A. Loe

STATE RECORDS ADMINISTRATOR

DATE

9/15/04

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 150-2-4 – HEALTH AND HUMAN SERVICES DEPARTMENT OF REGULATION AND LICENSURE REGULATORY ANALYSIS AND INTEGRATION DIVISION (RAID)

150-2-4-1 ACTION TRANSMITTALS AND INFORMATION MEMORANDUMS (OBSOLETE 1998)

Instructions to state agencies issued by the federal government on programmatic operations (historical files only).

Transfer to the State Records Center 10 years after closing date; destroy 20 years after closing date, subject to review by the State Archivist for possible accession.

150-2-4-2 ADMINISTRATION MEMORANDUMS, PROGRAM POLICY MEMORANDUMS, AND MANUAL BULLETINS

Transmittals to staff on administrative issues, policy interpretations, and changes to manual regulations preceding the rulemaking process. These files are closed yearly.

Transfer to the State Records Center 10 years after closing date; destroy 20 years after closing date, subject to review by the State Archivist for possible accession.

150-2-4-3 MANUAL LETTERS

Contains copies of the history of the Nebraska Administrative Code Manual Changes. These changes include copies of the new pages along with the pages that they replace. These files are closed when the file is created.

Transfer to the State Records Center 10 years after closing date; retain permanently.

150-2-4-4 PUBLIC HEARING AUDIO/VIDEO TAPES

Actual recordings of the Public Hearings held.

Transfer to the State Records Center 3 years after closing date; destroy 5 years after closing date.

150-2-4-5 PUBLIC HEARING FILES (OBSOLETE 2001)

These files contain materials related to public hearings for the rulemaking process which include, but are not limited to: the hearing draft, the public hearing notice, the audio/video tape of the hearing (only included in the public hearing files prior to 01/01/02), copies of the written comments received from the date of publication of the notice through the end of the comment period, the sign-in sheet and attendance sheet (if applicable), the affidavit/proof of publication, and the introductory statement. These files are closed one month after the public hearing date.

Transfer to the State Records Center 3 years after closing date; destroy 5 years after closing date.

150-2-4-6 REGULATION DEVELOPMENT FILES (CLOSED FILES)

These files contain materials related to RAID's coordination of the rulemaking process which include, but are not limited to: The approved regulation development request (RDR) with the director's signed approval attached; the policy review checklist and all attachments, the Governor's Policy Research Office (GPRO) approval of the checklist; the filed and stamped copies of the notice; draft fiscal impact statement; docket, hearing draft; copies of the letters to Secretary of State and the Legislative Council; the final fiscal impact statement; the explanatory statement; a copy of the Attorney General's (AG's) approval and/or correspondence; the final agency checklist; the final docket; the filed and stamped copies of the final regulations, and the certificate of adoption; a copy of the coordinator's notes from the tracking systems (The coordinator's notes from the tracking system states who to contact in the program area for the programs files for this rulemaking), relevant substantive correspondence, and notice of termination if applicable. As of 1/1/02, these files also contain materials related to the public hearing. These files are closed when the final docket is filed with the Secretary of State of Nebraska.

Transfer to the State Records Center 5 years after closing date; destroy 10 years after closing date, subject to review by the State Archivist for possible accession.

150-2-4-7 STATE PLANS AND STATE PLAN AMENDMENTS (OBSOLETE 1993)

Historical files of state plans that originated with the former Department of Social Services.

Transfer to the State Records Center 10 years after closing date; retain permanently or transfer to the State Archivist, retain permanently.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet